

2

Animal Product
Manual

Procedures

Clearing Regulated Cargo

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Introduction

The *Clearing Regulated Cargo* information presented in this section is a supplement to the guidelines, directions, and policy in the *Airport and Maritime Operations Manual* (AMOM).

Materials Needed

You will need the following items to clear regulated animal importations in cargo operations:

- ◆ Port guidelines for controlling cargo and for holding miscellaneous cargo
- ◆ *Animal Product Manual* (APM)
- ◆ Strip (Tyden), scrap, or button seals
- ◆ Ink pad
- ◆ Various PPQ rubber stamps, such as “Shipment Authorized,” “Hold,” “Released for Export”
- ◆ Various forms (VS Forms 1-86A, 10-4, 16-4, 16-78; PPQ Forms 212, 254, 523, and 518)

Step 1: Classify the Importation

After reviewing manifests, air waybills or bills of lading, Customs’ entries, invoices, shipper and broker forms, endangered species documents, certificates, or permits, then decide whether the material or product is of animal origin or may have been associated with an animal. Use other sections of this manual to help clarify the information you are reviewing—***List of Animal Names and Their Classes***, (***Appendix B***), ***Dictionary of Spanish Words Relating to Animal Product/By-Product Importations*** (***Appendix F***), the ***Glossary***, and the ***Index***.

If the documentation reveals any of the following, regulate the material as being of animal origin or having been associated with an animal:



- ◆ Shows the name of an animal
- ◆ Refers to a live animal
- ◆ Shows the name of a product or material that is derived from an animal
- ◆ Suggests something that is likely to have come in contact with animals or parts of animals (for example, semen containers, hay, or straw)

After you determine an importation is of animal origin or related to an animal, then further classify the importation as a live animal, animal product, animal by-product, or related animal product using **Table 2-2-1**.



VS is responsible for importations of live ruminants, swine, horses, or poultry (including birds). When these importations arrive, consult with local VS for procedures. For animal products, by-products, organisms and vectors, contact TTSPS, VS, or PPQ, VRS.

TABLE 2-2-1 Classify an Importation as Live Animal, Animal Product, Animal By-Product, or Related Animal Product

If the importation is:	And its purpose is for:	Then classify it as:
<ul style="list-style-type: none"> ◆ Live hedgehogs, tenrecs, brushtail opossums, ruminants, swine, horses, birds (including poultry) ◆ Eggs for hatching ◆ Semen, embryos ◆ Organisms or vectors 		Live animals
<ul style="list-style-type: none"> ◆ Carriers ◆ Consolidated cargo ◆ Meat covers ◆ Semen and embryo containers ◆ Straw and hay 		Related animal products
From an animal	Human consumption, such as: <ul style="list-style-type: none"> ◆ Bird nests ◆ Casings ◆ Eggs ◆ Meat ◆ Milk ◆ Processed products containing meat 	Animal products
	Pet food or feed, manufacturing or processing, research, biological or pharmaceutical products, testing, exhibition, recreation, such as: <ul style="list-style-type: none"> ◆ Animal waste ◆ Blood ◆ Bones ◆ Casings ◆ Extracts and derivatives of organs and glands ◆ Egg shells ◆ Hides ◆ Organs and glands ◆ Trophies 	Animal by-products

Step 2: Place a Hold on the Importation

There are two reasons for placing a hold on the importation:




- ◆ The importation is of agricultural interest
- ◆ There is a need to get additional information to decide what to do

By placing a hold on cargo, you are requiring that the cargo either meet specific conditions of entry listed in this manual or you want to inspect the cargo for contamination or pests or to verify the contents. The hold is **not** removed until final action is taken. Depending on local practice, hold the cargo in one or more of the following ways:

- ◆ Stamp “HOLD” on Customs’ papers or shipping forms
- ◆ Complete PPQ Form 212, Cargo Hold and Record
- ◆ Use the Automated Cargo System (ACS) computer to electronically hold cargo

In some cases, the importer will request a special movement of cargo which is intended for off loading at your port. The request may be for movement to another port for clearance by PPQ, export, transportation for export, or transfer to another container. To determine your next action, use [Table 2-2-2](#).

TABLE 2-2-2 Determine Next Action to Take When Importer Requests Special Movement

If the importer requests that PPQ allow:	And when using the <i>Reference</i> chapter, the importation is:	Then:
Movement of held cargo to another port for entry into the U.S.	Ineligible for entry	1. DO NOT allow off loading ¹ 2. Follow procedures in AMOM
	Eligible for entry (authorized to move to an approved establishment or eligible for entry under certification or permit)	AUTHORIZE movement under PPQ and Customs control, but no further than the port at which the products will first be removed from the carrier ◆ Either FOLLOW the directions on the permit ◆ Or FOLLOW the special procedures for <i>Transiting of Products That Would Be Eligible for Entry</i> on page 2-4-32 under <i>Animal Products or By-Products Transiting for Export</i>
	Unrestricted animal products	1. AUTHORIZE movement 2. FOLLOW procedures in AMOM
Exportation of held cargo		1. SAFEGUARD the cargo 2. FOLLOW <i>Animal Products or By-Products Transiting for Export</i> on page 2-4-32 3. If containers are leaking or packaging is flimsy or damaged, GO to <i>Table 2-2-4</i>
Transportation of held cargo for export		
Transfer of held cargo from one container to another		
Movement in transit overland through the U.S.A.	Eligible for entry	1. DO NOT ALLOW transiting ¹ 2. FOLLOW procedures in AMOM
	Ineligible for entry	

- 1 Fresh (chilled or frozen) meat of ruminant or swine from countries known to be affected with FMD are **not** admissible and are **not** allowed to transit the United States. (This footnote does **not** apply to stores for use aboard the vessel.)

Step 3: Determine the Entry Requirements



Before continuing, find out if a VS permit covers the importation authorizing its entry. A VS permit takes precedence over the entry requirements listed in this manual. VS has the authority to write a permit for any animal product except for fresh (chilled or frozen) meat of ruminant or swine from countries or regions known to be affected with FMD. This meat is prohibited by the Tariff Act of June 17, 1930, Section 306(a).

TABLE 2-2-3 Determine Entry Requirements

If the animal product importation is:	Then:
Covered by a VS permit	GO to the Processing Importations Authorized Entry by a VS Permit on page 2-4-27
Not covered by a VS permit	CONTINUE to determine the entry requirements using the <i>Reference</i> chapter

Also, for commercial shipments only, FDA and FSIS require that the food product's label shows the container's ingredients and the net weight of the product in English. If it is a meat product, FSIS and **not** FDA approves the label. If a commercial shipment lacks this information, you may wish to contact the appropriate agency. Officers are **not** required to translate and validate labels. The importer is responsible for satisfying entry requirements which includes providing the proper documents in the proper format and language. If an officer or other capable source cannot confidently translate a label, then take the most restrictive action which may be to refuse entry.

Investigate the importation by looking at the accompanying documents and interviewing the importer. Collect the following information that will help you determine if there is any entry requirement that must be met regarding the importation of live animals, animal products, animal by-products, or related animal products. Using all the information you collect, look up any requirement that must be met in the *Reference* chapter.

- ◆ Name and description of the importation
- ◆ Animal class
- ◆ Country of origin
- ◆ Disease status of the country of origin
- ◆ Itinerary
- ◆ Degree of processing
- ◆ Intended use
- ◆ Certificate statements

◆ Additional information

Name and Description of the Importation

The name and description of the importation are usually listed on accompanying documents as the kind of product, name of product, or description of goods. As part of the description, note the quantity and weight of the importation. Quantity and weight are factors used when deciding to release meat or meat products without the importer considering FSIS requirements. Use these sections of this manual to help clarify the name and description: *List of Animal Names and Their Classes* (*Appendix B*), *Dictionary of Spanish Words Relating to Animal Product/By-Product Importations* (*Appendix F*), the *Glossary*, and the *Index*.

Animal Class

Animal class is the kind of animal from which the product was derived. If you cannot determine the animal class from the collected information, use *List of Animal Names and Their Classes* (*Appendix B*). This appendix will help you find the class of an animal when all you have is its name. *Appendix B* lists common, foreign, and scientific names of animals. *Figure 2-2-1* shows the designation given for each animal name listed.

(H) = Horse (equine)
(P) = Poultry (avian)
(R) = Ruminant (cattle, deer, goat, sheep)
(nr) = Regulate as a ruminant; although not a ruminant, can transmit diseases of ruminants (e.g., FMD and bovine tuberculosis)
(S) = Swine (pigs and their relatives)
(O) = Other, which represents a class of animal other than horse, poultry, ruminant or swine. Animal products and by-products of other classes are not restricted by the agricultural requirements of APHIS.

FIGURE 2-2-1 Animal Class Designations

Country of Origin

The country of origin can be the country where the product was processed, the country from where the importation was shipped, or the country where the animal was slaughtered. If the importation is frozen, cooked beef from foreign countries affected with FMD, the documents will list a specific, approved establishment within the country of origin. If the importation is meat that was slaughtered in one country and processed in another, and if required by regulation, the documents will list both countries.

Disease Status of the Country of Origin

The status of exotic foreign animal diseases in the country or region of origin is defined in USDA regulations. Use the *Foreign Countries and Disease Status* (*Appendix C*) to identify the diseases related to

animal product importations that occur or **do not** occur in a foreign country. **Figure 2-2-2** lists the abbreviations used to identify the disease statuses.

ASF —African swine fever
BSE —Bovine spongiform encephalopathy
CSF —Classical swine fever (also known as hog cholera)
END —Exotic Newcastle disease
FMD —Foot-and-mouth disease
FMD/SR —Foot-and-mouth disease free with special requirements to apply
SE — <i>Salmonella enteritidis</i>
SVD —Swine vesicular disease
SVD/SR —Swine vesicular disease free with special requirements to apply

FIGURE 2-2-2 Abbreviations for Exotic Animal Diseases

For importations of meat, two disease descriptions have been added. Listed in **Figure 2-2-2** are FMD/SR and SVD/SR. Even though a country is free from FMD or SVD, the country supplements its national meat supply by importing meat from affected countries, imports live ruminants or swine from affected countries under conditions less restrictive than would be acceptable for importation into the United States, or has a common land border with an affected country.

If the country of origin is **not** known, use the most restrictive disease status for the importation.

Itinerary

The importation's itinerary is an account of which country the importation was produced and shipped from, what countries the importation may have transited, and the final destination of the importation.

If the importation transited a country which is known to be affected with diseases of concern, then sealing requirements would have to be met. If sealing requirements are **not** met, then the country of origin becomes that where the product transited, was off-loaded, was reprocessed, or was repackaged.

Some restricted importations are consigned to a final destination for further processing or treatment. In such cases, the final destination must be an approved establishment, plant, or warehouse that is listed in the **Establishments Approved to Import Restricted Animal By-Products (Appendix E)**. This appendix will help you identify and verify establishments in the United States that are approved to store and process restricted importations of animal by-products. The approval given to each establishment is for a specific animal

by-product or for a specific purpose. The establishments are listed alphabetically by State, and the animal by-product or purpose the establishment was approved to handle are also listed.

Use the URL that follows to get the most up-to-date information on approved establishments:

[<http://www.aphis.usda.gov/NCIE/query-app-estab.html>](http://www.aphis.usda.gov/NCIE/query-app-estab.html)

Degree of Processing

The degree to which meat and meat products have been processed may be classified into the following:

- ◆ Cured and dried
- ◆ Cooked
 - ❖ Shelf stable
 - ❖ Canned, perishable (pasteurized canned)
 - ❖ Chilled or frozen
- ◆ Fresh
 - ❖ Chilled or frozen

Intended Use

Determining the intended use of the importation will help you identify the correct entry requirements. For example, the entry requirements for intestines will differ if the intended use is to contain food (casings), or to feed animals, or to make fertilizer (rendered product).

Certificate Statements

Statements that are entered on an accompanying certificate may attest to entry requirements. These statements must be in English; otherwise the certification is unacceptable. Therefore, you need to know what the statements are to match and verify against established entry requirements.

Additional Information

Additional information may be needed for record keeping. This information includes the name of the carrier, date of arrival, nationality of carrier, bill of lading or air waybill number, port of lading, and name of the importer or broker for the shipment. This information is needed to complete other forms.

Step 4: Inspect the Importation

Match the information collected from accompanying documents and from importers with the actual importation. Many importations of animal products or by-products entering through air or maritime cargo are commercial. You will find that most commercial importations have the appropriate documents required by Federal agencies governing the importations.

Identify and validate that:

- ◆ The importation is what the documents state it is, including its degree of processing, quantity, weight, and packaging
- ◆ An appropriate permit, certificate, or letter from the shipper accompanies the importation
 - ❖ When reviewing permits, verify the identifying number, expiration date, and destination address
 - ❖ When reviewing foreign certificates, verify origin, destination, product description, and statements.

Examples and further information about foreign certificates and permits are detailed under the appropriate animal product or by-product in the *Reference* chapter and under **Appendix G, Certificates and Forms**

- ◆ All conditions are being met to allow entry of the importation

If there are **major** discrepancies between the importation and the accompanying documents or if the documents are missing, refuse entry. If there are minor discrepancies, contact PPQ, VRS for approval to continue clearing the importation.

Examine the containers to make sure that they are intact and **not** leaking or damaged in any way. All importations of restricted animal products or by-products must be in sturdy, leakproof containers. If the containers are flimsy, broken, or leaking, require that they be repackaged in sturdy, clean, leakproof containers. Clean and disinfect any leakage or spills. Seals must be intact and unbroken.



PPQ officers at the first port of arrival must check all seals of break-bulk vessels carrying meat or milk.

TABLE 2-2-4 Determine Action to Take on Leaking or Damaged Container or Broken or Missing Seals

If the restricted importation is:	Then:
Leaking or packaged in flimsy or damaged containers	<ol style="list-style-type: none"> 1. REQUIRE that the containers be replaced at the port of arrival before permitting the shipment to go forward 2. REQUIRE the importer to destroy any replaced containers by incineration 3. If leakage was detected, TAKE care of the leak; HAVE the importer clean and disinfect any contaminated surfaces (see Step 5: Take Action on Contaminants and Ticks on page 2-2-11)
In a container with a broken or missing seal	<ol style="list-style-type: none"> 1. CONTACT a HQ, PPQ, VMO in PPQ, VRS and provide all the collected information on the importation and the circumstances connected with the broken or missing seal 2. HOLD the importation until a satisfactory explanation is given and guidance from PPQ, VRS is received 3. TAKE action according to PPQ, VRS directions

Cleaning and disinfecting must occur when contamination is found during your inspection. Also, be aware of possible tick infestation on importations of hides, bones, and trophies.

TABLE 2-2-5 Determine Action to Take Based on Results of Inspection

As a result of your inspection you find:	Then:
<ul style="list-style-type: none"> ◆ Plant debris, hay and straw, or soil ◆ Manure, blood, or other known animal contaminants because leaking or spilling has occurred ◆ Ticks 	GO to Step 5: Take Action on Contaminants and Ticks on page 2-2-11
Importation to be clean and free of contaminants and ticks	GO to Step 6: Take Final Regulatory Action on page 2-2-14
Animal contamination related to a live animal importation	CONSULT local VS who is responsible for cleaning and disinfecting

Step 5: Take Action on Contaminants and Ticks

When an importation of prohibited or restricted animal products or by-products is contaminated because leaking or spilling has occurred, all the articles and surfaces that come in contact with the importation must be cleaned and disinfected before they are reused.




Also, when an importation of animal products or by-products is contaminated with plant debris, hay and straw, or soil all the articles and surfaces that come in contact with the importation must be cleaned and disinfected before they are reused.

Empty semen and embryo containers (sometimes manifested as nitrogen containers) and related animal products are included in this step because they automatically are considered contaminated and require cleaning and disinfection.

All ticks found on cargo are of interest to VS because ticks are vectors of animal diseases. It is necessary to identify and confirm the intercepted ticks to determine if quarantine action is needed.

Use **Table 2-2-6** that follows to determine your action on animal contaminants and ticks.

TABLE 2-2-6 Determine Action to Take on Contaminants and Ticks

If you find:	On:	Then:
Animal contamination	Containers, crates, boxes, drums, or related articles and surfaces such as docks or warehouses	CLEAN and DISINFECT the affected containers according to the special procedures listed in Disinfectants on page 2-4-13
	Aircraft	CLEAN and DISINFECT the affected articles and surfaces before reuse (see Appendix Q of AMOM)
	Trucks transporting livestock from Mexico	GO to Trucks Transporting Livestock from Mexico on page 2-2-12
Plant debris, hay and straw, soil		CLEAN and DISINFECT the affected containers, articles, or surfaces according to Steps for Cleaning and Disinfection on page 2-4-14
Empty semen or embryo containers		GO to Empty Semen and Embryo Containers on page 2-2-12
Ticks		GO to Ticks on page 2-2-13

Trucks Transporting Livestock from Mexico

If trucks transporting livestock from Mexico are found contaminated with animal material, **do not** allow entry until the trucks are returned to Mexico for cleaning.

Empty Semen and Embryo Containers

First, you must ensure that the semen or embryo containers are empty. Then you can take the appropriate action based on the country of origin of the semen or embryo.



Semen and embryo containers contain liquid nitrogen which may freeze or damage your skin. Avoid contact unless the container is free of liquid nitrogen.

1. Inspect the containers to determine whether there are any vials or straws left inside.

TABLE 2-2-7 Inspection of Semen and Embryo Containers

If:	Then:
There are vials or straws left inside the containers	1. CONTACT PPQ, VRS 2. TAKE action as directed by PPQ, VRS
The containers are empty, free of vials and straws	PROCEED to Step 2

2. Recall the country of origin and determine if you will clean and disinfect the empty containers.

TABLE 2-2-8 Determine Whether to Clean and Disinfect Empty Semen and Embryo Containers

If the country of origin or the country from where the containers were shipped is:	Then:
Canada	RELEASE; no cleaning and disinfecting are required
A foreign country other than Canada	1. CLEAN and DISINFECT inside and outside surfaces of the containers with 4 percent sodium carbonate solution (see Steps for Cleaning and Disinfection on page 2-4-14) 2. COMPLETE a VS Form 1-86A (see the procedures for completing and distributing forms, Appendix K)

Ticks

All ticks found on cargo are of interest to VS because ticks are vectors of animal diseases. Cargo from the Western Hemisphere infested with the following ticks require quarantine action because they are the principle agents in the spread of bovine piroplasmosis (cattle fever):

- ◆ *Amblyomma variegatum*
- ◆ *Boophilus annulatus*
- ◆ *B. microplus*

Use [Table 2-2-9](#) to determine your action when ticks are found.

TABLE 2-2-9 Procedures to Follow When Ticks Are Found

If you are located at a PPQ office:	Then:
Along the Mexican border	1. SEND the ticks to the local PPQ identifier for identification 2. HOLD the infested importation until the ticks are identified and you receive a recommended action
Other than along the Mexican border	1. SEND the ticks to the National VS Laboratory in Ames, IA. Refer to the Steps for Sending Samples to NVSL on page 2-4-31 2. HOLD the infested importation until the ticks are identified and you receive a recommended action

Step 6: Take Final Regulatory Action

Based on the entry requirements and your inspection, take final regulatory action on the importation. Your action will resolve the hold placed on the cargo. To resolve the hold, take **one** of the three following regulatory actions:

- ◆ Release
- ◆ Authorize shipment to an approved establishment or warehouse (including approved defrost facilities)
- ◆ Refuse entry

Depending on the method of holding cargo at your port, document your final regulatory action using one of the following:

- ◆ Stamp the action taken on all copies of the Customs' and shipping forms
- ◆ Write the action taken on all copies of PPQ Form 212
- ◆ Attach a copy of the import documents to PPQ Form 212
- ◆ Use the ACS computer to post the action on the air waybill or the bill of lading

Your recorded action serves as notification to Customs and other interested parties that the cargo has met PPQ requirements or that the cargo is authorized to move. When you refuse entry to the importation and complete the appropriate forms (PPQ 254 or PPQ 523), Customs will get a copy documenting the disposition ordered against products still under their control. Also, if the importation is held pending final regulatory action, apply warning labels (PPQ Forms 214 and 244) according to port policy.

In specific situations identified in the *Reference* chapter of this manual, the final regulatory action will be to hold the importation and contact PPQ, VRS who will make the final decision.



Release

When you release a hold, you are allowing entry of the importation because it complies with APHIS agricultural requirements. Commercial importations of meat must also be cleared by FSIS.

Authorize Shipment to an Approved Establishment or Warehouse

When you authorize shipment to an approved establishment or warehouse, you are allowing entry of the importation, but restricting its movement to a final destination within the United States for further processing or treatment. This movement may be to an approved defrost facility. Refer to [Table 2-2-10](#) when authorizing shipment to an approved establishment.

TABLE 2-2-10 Action to Take on Cargo When Authorizing a Shipment to an Approved Establishment

If the importation is:	And the importation is:	Then:
Consigned to an approved establishment or warehouse		Go to Action to Take on Importations Consigned to an Approved Establishment or Warehouse on page 2-2-15
Consigned to an establishment or warehouse not approved	Meat or meat products	CONTACT PPQ, VRS who will help the importer
	Animal products or by-products other than meat	GO to Action to Take on Importations of Animal Products or By-Products Other Than Meat Consigned to an Establishment or Warehouse Not Approved on page 2-2-16
Not consigned to an establishment, but needs to be consigned to an approved one		GO to Action to Take on Importations Not Consigned to an Establishment or Warehouse, but Needs to Be Consigned to such an Establishment on page 2-2-16

Action to Take on Importations Consigned to an Approved Establishment or Warehouse

Follow the steps below for action to take on importations consigned to an approved establishment or warehouse:

1. Safeguard the importation.
2. Stamp Customs' entry documents and shipping forms or update PPQ Form 212 or ACS to show the importation is authorized to a specific destination.

3. Examine the containers to make sure that they are intact and **not** leaking or damaged in any way. If the containers are flimsy, broken, or leaking, require that they be repackaged in sturdy, clean leakproof containers. Clean and disinfect any leakage or spills.
4. Ensure that all package labels and accompanying documents show the address of the approved establishment or warehouse. Require labels and documents to be rewritten if **not** accurate.
5. Complete VS Form 16-78. Refer to the procedures for completing and distributing forms in [Appendix K](#).
6. Ensure that the importation is moving under a bonded carrier or under Customs' bond.
7. Seal the importation.

**Action to Take
on Importations
of Animal
Products or
By-Products
Other Than Meat
Consigned to an
Establishment
or Warehouse
Not Approved**

Provide the following options to the importer or the importer's agent on importations of animal products or by products **other than** meat consigned to an establishment or warehouse **not** approved:

1. Change the consignment to an approved establishment. After the importation is consigned to an approved establishment, follow the directions listed under [Action to Take on Importations Consigned to an Approved Establishment or Warehouse](#) on **page 2-2-15**.
2. Apply to VS for approval of the designated establishment. A HQ, PPQ, VMO in PPQ, VRS notifies the port of entry that the establishment is approved. Follow the directions listed under [Action to Take on Importations Consigned to an Approved Establishment or Warehouse](#) on **page 2-2-15**.
3. Export immediately. Follow the directions under the regulatory action, refuse entry.
4. Destroy the importation under APHIS supervision. Follow the directions under the regulatory action, refuse entry.

**Action to Take
on Importations
Not Consigned
to an
Establishment
or Warehouse,
but Needs to Be
Consigned to
such an
Establishment**

Take the following action on importations that are **not** consigned to an establishment or warehouse, but need to be consigned to such an establishment:

1. Explain to the importer why the importation must go to an approved establishment.
2. Use [Appendix E, List of Establishments Approved to Import Restricted Animal By-Products](#) to help the importer choose an approved establishment, follow the directions under [Step 1: Classify the Importation](#) on **page 2-2-2**.



PPQ does **not** recommend one establishment over another.

3. Refuse entry if the importer chooses to immediately export the importation under APHIS supervision. Follow the directions under the regulatory action, refuse entry.

Refuse Entry

Refuse entry when the importation is **not** eligible for entry¹ according to APHIS' agricultural requirements. The following options of disposition are available to the importer:

- ◆ Immediate export
- ◆ Destruction by the importer under APHIS supervision



If a shipment is abandoned to PPQ, incinerate the importation and complete PPQ Form 254 to document the incineration.

TABLE 2-2-11 Action to Take When Shipment Is Not Eligible for Entry

If the importer chooses to:	Then:
Immediately export	<ol style="list-style-type: none"> 1. SAFEGUARD the importation 2. REQUEST a new air waybill or bill of lading 3. STAMP the shipping document with a warning "For Export Only" 4. WATCH any change of container and loading onto exporting vessel 5. DISINFECT or destroy used containers 6. COMPLETE PPQ Form 254 to document disposition
Destroy the importation under APHIS supervision	<ol style="list-style-type: none"> 1. SPECIFY that the importation must be incinerated. If the importer wants to destroy the importation in a different manner, contact PPQ, VRS to approve the final disposition 2. SUPERVISE the destruction 3. COMPLETE PPQ Form 254 to document disposition
Authorize shipment to an approved establishment	<ol style="list-style-type: none"> 1. MAKE SURE there is an approved establishment for the specific article 2. HAVE the importer make arrangements with the approved establishment 3. AUTHORIZE SHIPMENT under seal with VS Form 16-78 (see Appendix K to complete form)

¹ If the importation is meat or related products and by-products, a violation report and investigation may be required. Contact PPQ, VRS.

Documenting Violations

When cargo is moved without the proper treatment or inspection and PPQ release, regulations have been violated by the individual or party responsible for the movement—the violator moved the cargo which did **not** yet meet the requirements of a regulation. Specifically, when meat or fresh animal products are under a PPQ hold and are moved without your being presented with the required certification or permit, then regulations have been violated.

Document all violations by completing PPQ Form 518, Report of Violation, and by conducting an investigation of the incident. Refer to the AMOM for instructions on how to complete PPQ Form 518 and how to conduct an investigation and assemble a case file.

Use [Table 2-2-12 on page 2-2-18](#) to identify your authority when documenting violations.

TABLE 2-2-12 Determine the Authority to Identify When Documenting Violations

If the importation is:	Then your authority is:
◆ Pet birds ◆ Hatching eggs	9CFR Part 93
◆ Semen ◆ Embryos	9CFR Part 98
Edible animal products such as: ◆ Meat and meat products ◆ Milk and milk products ◆ Eggs	9CFR Part 94
Inedible animal by-products such as: ◆ Bones ◆ Hides ◆ Skins ◆ Hay, straw	9CFR Part 95
Casings	9CFR Part 96
Biological products such as viruses, serum, toxins that are intended for use in treating animals	9CFR Part 104
◆ Organisms ◆ Vectors	9CFR Part 122

Step 7: File the Documents and Associated Paperwork

Documents and associated paperwork are kept to provide information in case of litigation. An accessible filing system will enable you to justify the regulatory actions you took in case of audits or requests from the Office of the Inspector General.

1. Decide on the filing system that is most practical for your location. Devise one that keeps the records complete and accessible. File by subject matter (for example, bones, casings, eggs, meat, trophies, etc.). Two methods currently being used are as follows:
 - ❖ Behind subject matter, file alphabetically by permittee, company, or importer's name
 - ❖ Behind subject matter, file chronologically by month and year
2. Select the documents that need to be filed. At a **minimum**, file the following:
 - ❖ Copy of the VS Permit (if issued)
 - ❖ Customs entry
 - ❖ Invoice
 - ❖ Lading or airway bill
 - ❖ Meat certificate or other certification accompanying the shipment (like certification that details processing, identifies country of origin, or provides country of processing)
3. Maintain each file for a minimum of three years.



Veterinary Regulatory Support will audit these files when conducting Port Reviews.

